



Employment First Plan

FY 2018 – FY 2020

PLAN REVISED

AUGUST 18, 2018

4th Quarter Update FY 19

Virginia's Plan to Increase Employment Opportunities for Individuals with Developmental Disabilities.

Goals, Strategies, and Action Items

Goal 1: Align licensing, certification, accreditation, data collection, and other activities between state agencies that facilitate employment for individuals with disabilities.

Long-Term Outcome: Complimentary policies and practices to support the process of assisting individuals to seek, secure, and to maintain employment in the community.

Indicators:

- Individual agency policy differences do not impede provision of services to individuals
- Memorandums of Understanding that outline commitment to work together to resolve issues and inconsistencies.
- Alignment of state regulations and administrative policies with Employment First policies and values.

Removal of barriers in existing policies and practices which limit timely employment opportunities.

Strategy 1.1: Formalize an Interagency Workgroup to meet regularly, set goals, and work to align and coordinate agency employment activities for individuals with ID/DD.

Responsible	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Outcomes	Resources \$\$\$
Interagency Subgroup	1.1.1 Re-Establish a Memorandum of Understanding between DBHDS, DMAS, DARS, VDOE, to formalize an interagency workgroup and establish regular meetings	DMAS, DARS, VDOE, DBHDS	5/1/2017	6/30/2017	MOU signed all agencies June 2018	Existing state resources
Interagency Subgroup	1.1.2 Interagency Workgroup to develop, where feasible, consistent practices	DMAS, DARS, VDOE, DBHDS	7/1/2017	6/30/2018	Definition dictionary	Existing state resources

	across agencies for billable services, allowable activities, and supported employment. Will continue to meet... Attach memo					
Interagency Subgroup	1.1.3 Interagency workgroup will identify projects with mutual benefit to enhance employment of individuals with developmental disabilities and develop strategies around the same.	DMAS, DARS, VDOE, DBHDS	7/1/2017	6/30/2019	<i>Elem Ed Project, Customized Employment Project</i>	Existing State Resources
Strategy 1.2: Provide education to DMAS Quality Review staff, DMAS contract auditors, DBHDS ID and DD Waiver Prior Authorization and Community Resource Consultant staff about allowable employment activities supported by Employment First under the Medicaid waiver programs.						
DBHDS	1.2.1 Develop training regarding allowable employment activities under the Medicaid waiver programs. New Goal: Ongoing Collaboration. Survey providers & follow up w/QMR	DMAS, DBHDS, DARS, VDOE	7/1/2017	12/30/2017	<i>Curriculum Completed. Trained DMAS & Providers</i>	<i>Existing state resources</i>
DBHDS	1.2.2 Provide training	DMAS, DBHDS, DARS,	7/1/2017	12/30/17	<i>Training provided</i>	<i>Existing</i>

Strategy 2.1: Develop training materials for individuals and families about the Employment First Initiative.						
Responsible	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcomes	Resources
Training Subgroup	<p>2.1.1 Develop information and tools for families and self-advocates assisting them in understanding and advocating for Employment</p> <ul style="list-style-type: none"> • addressing information on adult education and college as a pathway to career ideas and employment • as well as leveraging personal networks • Identify videos on employment • Develop a Process Map for families from school to DARS to Waiver for Employment Supports 	All organizations and stakeholders represented on Employment First Advisory Group-review by family organizations for ease of understanding	4/19/2017	6/30/2018	<p>One page handouts for regional trainings</p> <p>Completed 6/30/18</p> <p>Continue</p> <p>Completed 8/15/18</p> <p>Draft Completed May 2018</p>	Existing State Resources

	(DARS/DBHDS)					
DBHDS (Anita)	2.1.2 Develop a training resource/fact sheet about benefits planning and how to access this service.	See above	7/1/2017	9/30/2017	Training resource/fact sheet DRAFT COMPLETED 9/30/17	Existing State Resources
DBHDS	2.1.3 Provide access to these training resources/modules on the Employment First web page/site	DBHDS	4/19/2017	12/31/18	Post on website	Existing State Resources
Training Subgroup (Anita)	2.1.4 Reach out to ESO's to gather employment success stories. (Pull APSE award winners and DARS Champion awards) Continue...	See above	4/19/2017	6/30/2019	Success Stories	Existing State Resources

Quarterly Update

1st Quarter Update FY 19: The training subgroup drafted a process map for families from School to DARS to Waiver outlining what families can expect to take place throughout the process flow. In coordination with VCU's Partnership for People with Disabilities, 16 statewide Listening Sessions for families and self-advocates have been scheduled. Trainings will begin next Quarter and will focus on barriers to employment. The initial statewide training across the seven DARS districts on Customized Employment was completed. DBHDS is in the process of coordinating with DARS to begin provider selection for a second round of this successful training.

2nd Quarter Update FY 19: Eleven Family Listening Sessions have been conducted throughout the Commonwealth. The remainder will be completed by the end of January. Valuable information has been collected from families and stakeholders; this information will be compiled and analyzed for trends and future focus. The subgroup is also working on developing video interviews with individuals with disabilities and their families. Interviews will focus on the benefits of employment and the positive impact it has had on these families.

3rd Quarter Update FY 19: Different organization who participate on the training subgroup worked with their public affairs people and created several videos around successful employment outcomes for people. All family listening sessions were completed and a report was shared from the Partnership identifying high level themes as well as individual comments. The information from the family listening session was reviewed with all RQCs and discussed and this information will be incorporated into an updated employment plan.

4th Quarter Update FY19: The training subcommittee is continuing to advance their campaign around videos of employment for utilization on the website. DBHDS is working to identify a workable structure for the website that will support individuals and families as well as providers.

Goal 3: All employment services are in alignment with evidence based/informed best practice and federal/state regulatory requirements

Long-Term Outcome: Individuals have seamless access to supports and services that are evidence based/informed.

Indicators:

- Demonstrate an increase in wages to minimum wage or higher
- Employment outcomes are supported by policy and practices of state agencies to ensure efficiency and alacrity
- Quality Indicator- not just increasing number ensuring an appropriate placement/type amount of hours, days, etc.
- Competency from policy to practice

Strategy 3.1 Lead and support providers in increasing their capacity to provide community-based employment.

Responsible	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcomes	Resources
Policy Group	3.1.1 Develop regional strategies to encourage and increase capacity and improved access to supported employment options. 3.1.1a Develop information sheets for training of potential providers around waiver expectations,	Employment First Advisory Group Provider Organizations, DARS, VDOE	4/19/2017	6/30/2018 6/30/2019	Increase in capacity of regional approved providers of integrated employment- review data from survey to determine increase in providers and individuals Employment Competencies drafted	

	<p>and address fears/misconceptions</p> <p>Completed</p> <p>3.1.1b Develop informational sheet regarding transitioning from VDOE/DARS/DBHDS-address from policy to practice and develop training (Provider Version) Completed</p> <p>3.1.1c Develop information for auditors around employment service expectations-develop check list Continue</p>				Need to plan how to move forward with this	
Policy Group	<p>3.1.2 Identify ways to allow an individual's employment supports to go uninterrupted throughout their career.</p> <p>Process Mapping- to include job interruptions/changes – share with Interagency workgroup for implementation</p>	See above	4/19/2017	12/30/2018	<p>Documented coordination strategies</p> <p>Guidance document on allowable billing practices</p> <p>Completed Draft</p>	Existing DARS, DBHDS and DMAS Resources

Policy Group	3.1.3 Identify disconnects between policy and service delivery that cause providers and individuals to create work-arounds and provide information/guidance documents to resolve these issues.	See above	4/19/2017	6/30/2018	FAQ Completed Draft 6/30/18 for approval	Resources
Policy Group	3.1.4 Create practice standards around authorization/ utilization of services consistent between DARS/DBHDS (adequate and flexible)	See above	4/16/2017	12/30/2017	Fact Sheet Completed in Draft form for approval	Existing DARS, DBHDS and DMAS
Policy Group	3.1.5 Finalize competencies for employment providers. In process	See above	4/19/2017	12/30/2018	Employment Competencies	Resources

Quarterly Update

1st Quarter Update FY 19: The Policy subgroup in collaboration with the Data subgroup sent out a statewide Employment Provider Survey last Quarter to 97 individuals addressing transportation barriers and service gaps. There were 54 responses from community providers. This data was synthesized by

both subgroups who drafted their reports for DBHDS. Families will now be surveyed, as stated in Goal 2. The Policy subgroup has also drafted their recommendations to address competencies for employment providers.

2nd Quarter Update FY 19: The Policy subgroup has completed the majority of its goals, however, since the membership structure of E1AG will be changing to include individuals served through behavioral health, the Policy subgroup has begun looking at all of the policies to ensure inclusion of these individuals and their unique needs.

3rd Quarter Update FY 19: The policy subgroup did not meet during this quarter although DARS and DBHDS did to ensure alignment around policy and process related to customized employment. The Policy group will be looking at the family listening session feedback and provider survey feedback to identify whether additional work is needed in the area of policy consistency.

4th Quarter Update FY 19: The policy group did not meet again- there has been some stagnation with this workgroup related to DMAS regulatory stagnation as well as the identification of new work through the family listening sessions and with the recognition of the shift of the workgroup to cross disability in the near future.

Goal 4: Virginia will have a state wide data collection process to show progress in the Employment First Initiative

Long-Term Outcome: Virginia will be able to report accurate data on the use of supported employment and track our progress towards our goals and conduct continuous quality improvement activities

Indicators:

- ***Targets reviewed semiannually by the EMPLOYMENT FIRST ADVISORY GROUP and Regional Quality Councils***
- ***Data regarding employment in the target population that is used to establish goals and advance quality improvement efforts***
- ***Demonstrate an increase in community-based supported employment quality measures***

Strategy 4.1: Quality Data Outcomes

Responsible	Recommended Action(s)	Other Agencies/Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcome	Resources
Data Subgroup	4.1.1 Identify existing sources of quality indicators, such as NCI And ICI data	DBHDS, DMAS, DARS. VDOE	7/1/2017	6/30/2018	Evaluation of quality data collection indicators Completed 6/30/18	Existing DBHDS resources

Data Subgroup	4.1.2 Incorporate quality indicator data into the Commonwealth's semiannual report Completed and is being monitored for maintenance & expansion of quality indicators	See above	7/1/2017	6/30/2019	Example of model to be used to collect data Trend data Continue	Existing DBHDS resources
Strategy 4.2: Develop Map of capacity of State Employment system (ESOs)						
Data Subgroup	4.2.1 Use the Provider Survey Data to determine capacity of the current system for Group Supported Employment and Individual Supported Employment- Next step-reach out to respondents	DBHDS, DARS	4/19/2017	Completed 8/15/2018	Geographical representation of # of potential "slots" Transportation/Barrier Survey completed. 51 responses	Existing resources
Data Subgroup	4.2.2 Identify areas of the state that need additional capacity and develop an implementation plan.	Data Subgroup	9/30/2017	6/30/2018 Completed 6/30/18	Identified areas where more ESO's are needed Jumpstart	Existing State Resources
Strategy 4.3: Increase scrutiny of data gathered to ensure consistency in data reported and trends being identified.						
Data Subgroup	4.3.1 Add new data tables regarding the waiver sub targets and	See above	7/1/2017	Ongoing	Data Report	Existing resources

3rd Quarter Update FY 19: Data continues to show a rise in waiver employment with anecdotal indicating the new MOU between DARS and DBHDS being instrumental in this process. All the providers have submitted data and the Semi Annual report is complete for December. There was a slight decrease in overall employment and an 11% increase in waiver employment. Data is being reviewed to determine why.

4th Quarter Updated FY19: DBHDS requested the end of the FY data from providers and is in the process of gathering. Waiver authorization for ISE have outpaced GSE authorization for two quarters this fiscal year.

Goal 5: Virginia's Employment First Advisory Group will have a formalized structure with clearly defined roles and responsibilities for members.

Long-Term Outcome: The Employment First Advisory Group will be an efficient and representative group advising the DBHDS on how best to implement the Employment First Initiative in Virginia.

Indicators:

- ***Membership list that is reflective of diverse stakeholders***
- ***Open communication and efficient action plans guide the activities of the EMPLOYMENT FIRST ADVISORY GROUP***

Strategy 5.1: Formalize the Employment First Advisory Group role and function

Responsible	Recommended Action(s)	Other Agencies/ Orgs Involved	Projected Start Date	Projected Completion Date	Program Outcome	Resources
Membership Group	5.1.1 Appointment of members to group	Membership Subgroup	Ongoing	Ongoing	Membership of group starting FY 2016	Existing DBHDS Resources
Membership Group	5.1.2 Orientation of new membership	See above	Ongoing	Ongoing	Members understand goal of group	Existing DBHDS Resources
Membership Group	5.1.3 Develop ongoing self-evaluation tool for Employment First Advisory Group to ensure meetings and action plans reflect	Employment First Advisory Group	4/19/2017	Annually in June	Evaluation Results Completed June 2018	Existing DBHDS Resources

	diverse stakeholder input, as well as efficiency and effectiveness of Employment First Advisory Group activities.					
<p>Quarterly Update</p> <p>1st Quarter Update FY 19: A self-evaluation was distributed to all Employment First Advisory Group Members. Five members completed the survey. Surveys submitted show that stakeholders believe that the advisory group is on track and effective with its Action Plan. Current Membership Guidelines are under review and discussion is being held regarding the inclusion of the Behavioral Health community.</p> <p>2nd Quarter Update FY 19: Since the Behavioral Health community will be joining the E1AG, the committee has been reviewing the current membership guidelines to ensure inclusion. The committee members were reviewed and additional members were added to form a full committee. A call for membership will be going out within the next couple of months.</p> <p>3rd Quarter Update FY 19: DBHDS will be releasing requests for membership this coming quarter for the reconstituted Employment First Advisory Group.</p> <p>4th Quarter Update FY 19: DBHDS delayed release of the new membership application to form an internal charter between the division of developmental services and behavioral health services and to ensure a unified path forward. DBHDS also applied for a SAMHSA grant to advance employment for individuals with significant mental illness and substance abuse disorder.</p>						